



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CINCINNATI PROCUREMENT OPERATIONS DIVISION
CINCINNATI, OHIO 45268

SUBJECT: Request for Task Order Proposal, Tracking Number PR-OW-18-00483

FROM: Angela Lower
Contracting Officer

TO: Multiple Award Contract Holders under TSAWP II

Attached is request for task order proposal for the subject tracking number which is issued for competition for the project entitled, "Technical Support for the Water Quality Assessment Training for Tribes".

The government requests you prepare a proposal (cost and technical) for the task order. The proposals shall be submitted to lower.angela@epa.gov by Noon ET on September 11, 2018. The technical proposal is limited to twenty (20) pages. Cost Proposals shall be provided in accordance with Contract Clause B-1 as supplemented by the attached cost proposal instructions. Proposals shall also include the required conflict of interest certification.

The following documents provided for this solicitation will become part of the Task Order Award:

- Performance Work Statement
- Task Order Clauses

Award of a Cost Plus Fixed Fee – Completion Type task order will result. The period of performance for this Task Order is for one (1) year with an anticipated start date of Oct 1, 2018. Please see attached technical evaluation criteria which will be used to evaluate the offer. Award will be made on a Best Value Tradeoff basis, where technical quality is equally important as cost.

Any questions should be directed to lower.angela@epa.gov within five days of issuance of this Solicitation.

A handwritten signature in cursive script that reads "Angela Lower".

08/28/2018

Angela Lower
Contracting Officer

Cc:

Damon Highsmith, CL COR

Chris Laabs, Alternate CL COR

Dwane Young, TO COR

Wendy Reid, Alt. TO COR

Lisa Mitchell-Flinn, Contract Specialist

Attachments:

Performance Work Statement

Task Order Clauses

Cost Proposal Instructions

Technical Evaluation Criterion

**PERFORMANCE WORK STATEMENT
TSAWP IDIQ MULTIPLE-AWARD CONTRACT
SOLICITATION ID
PR-OW-18-00483**

**TECHNICAL SUPPORT for WATER QUALITY ASSESSMENT TRAINING DEVELOPMENT FOR
TRIBES**

A. BACKGROUND:

The contractor shall provide support to the EPA Task Order Contracting Officer's Representative (TO COR) by providing technical assistance in association with activities to develop water quality assessment training materials for tribes. This task order shall consist of creating training materials to support a 1 day training that can be presented by EPA regional or headquarters staff at conferences, meetings, or via webinar on how tribes can perform assessments on their water quality data. The training materials shall cover the following types of actions:

- Conduct research on how to perform assessments
- Synthesize materials provided by EPA on how to perform assessments
- Prepare PowerPoints/visualizations, talking points, exercises, and links to reference materials
- Prepare a draft agenda for how the training should be implemented
- Identify any prerequisites for tribal staff prior to the training

Technical Direction may come from the EPA TO COR, Alternate TO COR if the TO COR is on leave or travel, the Contract Level COR, or the Contracting Officer. Workgroup members may engage in technical communications, but may not issue technical direction to the contractor.

B. TASKS

Task 1 – Quality Assurance/ Quality Control

1.1. EPA has determined a QAPP will not be required for this task order. The contractor shall adhere to the Contract-level Quality Management Plan (QMP) in performing the scope of requested services in this task order, and shall take into consideration the QMP in completing the Cost and Technical Proposals for this Task Order. EPA also expects the contractor's Cost and Technical Proposals shall fully account for the approach and completion of any QA-related tasks, reviews, or reporting described in conjunction with the work outlined in other sections of this task order. The Technical Proposal shall include reference to the appropriate sections of the contract-level QMP, as well as include relevant Standard Operating Procedures (SOPs), checklists, or other QA guidance, that shall be followed to complete this task order.

Additional QA Documentation Required

All major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the contractor under this Task Order must include a discussion of the QA/QC activities that were or shall be performed to support the deliverable.

The contractor shall immediately notify the EPA TOPO in writing of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly written reports of QA-related activities performed during implementation of this Task Order (see Section E “Reporting” below). These monthly written QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QMP, SOPs, checklists, or other QA guidance, and corrective actions taken. The contractor may include this as a part of the required monthly financial/technical progress report required by the contract.

Deliverables:

- a. The contractor shall notify the EPA TOPO in writing at any time during the task order Period of Performance if changes are warranted to the QA-related protocols, SOPs, checklists, etc., (e.g., due to organizational changes or revised technical approaches).
- b. The contractor shall include a formal written QA/QC section within each major deliverable (as specified above).
- c. The contractor shall provide written monthly reports of QA activities performed during implementation of this task order (as specified above and in Section E).

Task 2 – “Kick Off” meeting.

2.1. Prior to beginning work on this task order, the TOPO will schedule a kick-off meeting with the contractor to discuss the tasks within this task order, the goals of the task order, and to review the schedule of benchmarks, deliverables, and milestones. The contractor should plan for one half-day meeting for two people remotely for this kick-off meeting.

Task 3 – Activities to Develop Tribal Assessment Training Materials

3.1 The activities associated with this task include: creating, editing and organizing materials for 4-5 modules, creating a draft agenda to implement the trainings, contributing technical expertise during planning discussions, attending meetings via conference line, maintaining documentation, communicating progress to the group, and other meeting related activities. Topics include but are not limited to: implementation of a 10% rule for exceedances, the analysis of metals, bacteria, and biological data, address independent applicability, minimum datasets/insufficient information and using all readily available data. In addition, research will be conducted on how the assessed parameters relate to tribal objectives and/or designated uses. These topics inherently have a connection to Water Quality Standards and explaining the interpretation of standards and their applicability to the assessment and minimum datasets should also be included.

All meetings will be held via telephone conference line. EPA will provide both the conference line and the webinar information for the workgroup meetings.

Deliverables:

- a. Research and synthesize compiled materials on how to perform assessments after receipt of technical direction from the TO COR. At the end of the synthesis, the contractor shall have developed a comprehensive review of each assessment type to be used in the modules. Enough material to cover 5-10 PowerPoint slides per assessment type is anticipated.

- b. Development of 4 to 5 training modules on topics covered in deliverable 3a above that can be implemented by EPA regions and headquarters in-person or remotely in 1 day. This shall include a draft agenda, talking points, visualizations, and links to reference materials.

C. SCHEDULE OF BENCHMARKS, DELIVERABLES & MILESTONES:

BASE YEAR (One year from the date of issuance):

Task # or PWS Section # .	BENCHMARK, DELIVERABLE or MILESTONE	SCHEDULE
1	Notification that changes are warranted related to QA	Within one day of occurrence
1	Formal QA/QC Section	To be included in each major deliverable (as defined in Task 1)
1	Written Monthly QA Report	To be included in the Monthly Progress Report (See Section E)
2	Kick-off meeting for task order	Within 10 business days of task order award.
D	Hold status calls with TOPO	As needed, at least once every 2 weeks.
3	Contractor performs research and compilation of assessment materials.	Within 30 business days after receipt of written technical direction from TO COR to proceed with this task.
3	Contractor develops a <u>draft</u> version of the training modules.	Within 15 business days after receipt of written comments from TO COR on preliminary drafts.
3	Contractor develops <u>final</u> version of the training modules and all supporting documents.	Within 15 business days after receipt of written comments on revised drafts, and technical direction, from TO COR.
I	Contractor furnishes written notification to TO COR and CO if contractor is unable to satisfactorily complete any of the benchmarks, milestones, and deliverables within the remaining time of the Task Order Period of Performance.	Thirty (30) days prior to end of the Task Order.

D. COMMUNICATIONS

D.1. The contractor shall participate in status phone calls with the TO COR on an as-needed basis. The TO COR will provide the contractor with a one-week notice of any scheduled status calls. All status calls will take place during normal business hours: 8:30 am to 5:00 pm Eastern Time.

E. REPORTING

All documentation and reporting under this Task Order shall be in compliance with contract requirements. See contract clause F3 and F4 "List of Attachments, Number 2 - Reports of Work".

The contractor shall prepare and furnish each month to the TO COR a written summary of work performed, and progress towards the schedule of benchmarks, deliverables, and milestones which has been accomplished each month. The contractor shall also include in this item a brief written summary of any challenges encountered in the appropriate month.

In addition, the contractor shall identify and briefly describe in the written monthly report those QA / QC activities which were performed to support implementation of this task order, and furnish a brief written description of: problems encountered, and any deviations were occurred from: the QMP, any existing QAPP, any SOP's, checklists, or other QA guidance, as well as a description of the corrective actions taken.

F. FORMATS OF DELIVERABLES

All deliverables must be provided in an editable version (currently Microsoft Office 2007) and may also need to be provided in other electronic formats, such as Adobe PDF, as requested by the TO COR. Other formats, such as hard copies or materials on CD or DVD, may also be requested by the TO COR.

G. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TO COR.

H. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately notify the EPA Contracting Officer, CL COR, and TO COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar, or training that may potentially incur \$23,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

I. NOTIFICATION OF COMPLETION OF TASK ORDER DELIVERABLES

In the event the Task Order reaches thirty (30) days prior to the end of the Period of Performance and the contractor assesses that the contractor will not be able to satisfactorily complete any of the benchmarks, milestones, or deliverables by the end of the Performance Period, the contractor shall notify the TO COR and the Contracting Officer (CO) immediately, in writing. Within five (5) business days of said notification, the TOCOR, in coordination with the CO, will provide technical direction concerning use of the remaining funding to prepare and

furnish to the TOCOR: draft deliverables, interim work products, and any necessary working files in an electronic format which is supported by EPA.

LOCAL CLAUSES EPA-B-16-102 ESTIMATED COST AND FIXED FEE

- (a) The estimated cost of this contract is **TBD**
- (b) The fixed fee **TBD**
- (c) The total estimated cost and fixed fee is **TBD**

EPA-F-12-101 PERIOD OF PERFORMANCE

The period of performance of this contract shall be from TBD through TBD inclusive of all required reports.

LOCAL CLAUSE EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Task Order COR (TOCOR): Dwane Young, young,dwane@epa.gov PH (202)-566-1214

Alternate Task Order COR (Alt TOCOR): Wendy Reid, reid.wendy@epa.gov PH (202)-566-1705

Contracting Officials responsible for administering this contract are as follows:

Contracting Officer

Angela Lower, US EPA. Cincinnati Procurement Operations Division, 26 W MLK Dr MS W136A, Cincinnati, Ohio 45268 lower.angela@epa.gov

Contracts Specialist

Lisa Mitchell-Flinn, US EPA. Cincinnati Procurement Operations Division, 26 W MLK Dr MS W136A, Cincinnati, Ohio 45268 lower.angela@epa.gov

COST PROPOSAL INSTRUCTIONS
TASK ORDER SOLICITATION PR-OW-18-00483

The following paragraphs supplement the instructions set forth in the contract clause B-1 "Ordering Procedures". These instructions apply to the prime contractor as well as subcontractors and consultants. It is the prime contractor's responsibility to ensure that all instructions are disseminated to subcontractors and consultants.

Contractors shall submit a summary page for the base and any optional periods. The summary sheet shall be supplemented as necessary to provide thoroughness and clarity in the data presented. Pricing detail shall be included by task for the base and any optional periods. The cost breakdown supporting the above documents shall be breakout the following elements: Direct Labor, including direct labor rate and hours for each proposed individual, Fringe Benefits, Overhead, ODC, Travel, Consultants, Subcontractors, Total Subcontract, Subtotal, G&A, Total Cost, Fee, Total Cost Plus Fee. This cost detail shall be broken out for the base and any optional periods, at the task level. A copy of the cost proposal shall be included in the submission in MS Excel. This copy shall include formulas used to arrive at the CPFF for the base and any optional periods and aggregate totals for the base and optional periods for each element.

When subcontract effort is included in the cost proposal, the prime contractor shall submit charts for each period and for the aggregate (all years, all hours) which clearly indicate the exact allocation of the specified level of effort among the prime contractor and the proposed subcontractors. Specified labor categories as well as job titles within the labor categories should be identified. Subcontractor detail may be provided by the subcontractor directly to the EPA.

If a proposed subcontractor does not have an approved accounting system (one that is considered adequate for use on Government cost-type contracts), the Contracting Officer's consent for a cost type (CPFF, etc.) subcontract will not be granted.

In the cost proposal, the contractor must certify that all proposed personnel (including proposed subcontractor personnel or consultants) for the Professional Level identified by the contractor meet the qualifications specified in the TSAWP IDIQ Contract Attachment 3, "Definition of Labor Classifications."

TASK ORDER SOLICITATION TECHNICAL EVALUATION
PR-OW-18-00483
TECHNICAL SUPPORT for WATER QUALITY ASSESSMENT TRAINING
DEVELOPMENT FOR TRIBES

Contractors shall limit their responses to 20 pages or less, using their discretion on which criteria to place emphasis. Proposals will be evaluated on the criteria listed below by the project Technical Evaluation Team and will be assigned a score from 0-3 using the scale listed below. Award will be based on Best Value Trade-off Basis where Technical Quality is equally important as Cost.

RATING SCALE

The following rating scale will be used in scoring proposals:

Unacceptable = 0. Criteria is not addressed.

Poor = 1. The proposal fails to adequately address critical requirements of the PWS and technical evaluation criteria; may satisfy some requirements, but not others; reflects major weaknesses or deficiencies. Could not meet requirements without fundamental changes involving a total re-write or redirection of the offer.

Satisfactory = 2. Proposal addresses and meets most requirements of the PWS and technical evaluation criteria, with some correctable and minor weaknesses and/or deficiencies noted. Is generally considered to demonstrate at least minimum requisite experience, qualifications and performance capabilities. Some discussions may be required to address and correct weaknesses or deficiencies.

Superior = 3. The proposal clearly addresses and exceeds requirements of the SOW and technical evaluation criteria with no weaknesses or deficiencies, or very minor, correctable weaknesses or deficiencies noted.

Each point is worth 1/3 of the weight assigned to an individual criterion.

The following criteria and weights will be used in the technical evaluation of Task Order proposals:

CRITERIA

1. Corporate Technical Experience (15 points)

This criterion evaluates demonstrated corporate experience in fulfilling the technical requirements of contracts/subcontracts/projects similar in technical scope to this solicitation. Of particular interest is the offeror's technical experience conducting work under all tasks in the PWS. In describing corporate experience, include (a) a description of the contract/task order/project, (b) the sponsor, (c) the dates of performance, (d) the specific role the offeror assumed in the overall performance (e.g., prime, subcontractor or consultant), (e) relevance of the experience to the requirements in the Performance Work Statement of this Task Order, and any other information that would serve to establish the offerors' demonstrated corporate technical experience in fulfilling the technical requirements of contracts similar in technical scope to this task order. Report only those projects completed within the past five years, and projects that are ongoing.

2. Corporate Management Experience (5 points)

Demonstrated corporate experience in successfully fulfilling the managerial requirements of contracts similar in size (dollar amount) and type (multi-task) to this solicitation, including the management of subcontracts.

3. Key Personnel (40 points)

This criterion evaluates the technical qualifications (experience, expertise, and education) and availability of the proposed key personnel. The Contractor's proposal should describe the technical qualifications (experience, expertise, and education) and availability of the proposed Key Personnel as related to the tasks set forth in the PWS as follows:

1. Demonstrated expertise on Clean Water Act Sections 305(b), water quality monitoring and assessment Experience working with tribes is desirable.

The information provided by the contractor should clearly establish the individual's educational achievements, specific past experience in performing similar projects to those anticipated under the solicitation, including relevant publications, specific role held by the proposed individual in projects cited, length of time he or she held that role, goals met and achievements in the role, and availability for effort on work anticipated herein, including commitment letters if not currently an employee of the prime or subcontractor. Note that individuals proposed as Key Personnel will be listed as such in the Task Order. At a minimum, provide the individual's resume (limited to 1 page per individual counting towards the 20 total page proposal) including the following items in a simple, systematic table format or listing:

- a. Name, Professional Level, Job Title, and Proposed Role under the contract.
- b. Percent of time available for the contract and commitment letter if not already an employee of the prime or subcontractor.
- c. Degree(s) held and corresponding field of study.
- d. *Specific project experience related to the PWS area of responsibility.
- e. Job responsibility and goals met for project experience described in item d.
- f. Time dedicated to each project in item d.
- g. Beginning and ending dates of each project in item d.
- h. Current project commitments, including percent of time for each project, and duration of each project.

* It is not sufficient to merely state that an individual worked on a project. EXPLAIN WHAT HE/SHE DID AND ITS RELEVANCE TO THE REQUIREMENTS OUTLINED IN THE PWS.

4. Technical Approach (40 points)

This criterion will evaluate the contractor's technical approach for the development and performance of all the tasks requested in the PWS. The contractor shall demonstrate an understanding of the work to be performed, and demonstrate the appropriate knowledge, capability (availability of appropriate staff, equipment, and resources), and ability to complete the tasks on time. Demonstrated understanding of the typical problems encountered in performing services required by the RFP and the ability to present practical, efficient solutions for those problems. The Contractor's Proposal shall include a clear, concise narrative that addresses each of the areas identified under the criteria.